**[Office.com](http://office.microsoft.com/en-us/?CTT=97)Top of Form**

**Quick Reference Card**

Rename, insert, and delete worksheets

To rename sheet tabs:

1. Start Microsoft® Office Excel® 2007. Right-click a worksheet tab at the bottom left of the window, and then click **Rename**. (Or on the **Home** tab on the Ribbon at the top of the screen, in the **Cells** group, click the arrow on **Format**, and then click **Rename Sheet**.)
2. Type the new name, and then press ENTER.

To add color to sheet tabs:

* Right-click the worksheet tab at the bottom left of the window, point to **Tab Color**, and then select the color you want. (Or on the **Home** tab on the Ribbon at the top of the screen, in the **Cells** group, click the arrow on **Format**, point **Tab Color**, and the select the color you want.)

To insert a worksheet:

* Click the **Insert Worksheet** button Insert Worksheet button(to the right of the sheet tabs). (Or on the **Home** tab on the Ribbon at the top of the screen, in the **Cells** group, click the arrow on **Insert**, and then click **Insert Sheet**.)

To delete a worksheet:

* Right-click the sheet tab of the sheet you want to delete. Click **Delete**. (Or on the **Home** tab on the Ribbon at the top of the screen, in the **Cells** group, click the arrow on **Delete**, and then click **Delete Sheet**.)

**Tip:** If you'd like more or fewer than three worksheets in each new workbook, you can change the number. Click the **Microsoft Office Button** Button imagein the upper left. Then click **Excel Options** Excel Optionsin the lower right. Click **Popular**. Under **When creating new workbooks**, in the **Include this many sheets** box, type or select the number of worksheets you want in new workbooks.

To create a new workbook if you've already opened Excel, click the **Microsoft Office Button** Button imageand then click **New**. In the **New Workbook** window, double-click **Blank Workbook**.

Enter data

Press TAB to move the insertion point to the right one cell on the same row. Press ENTER to move the insertion point down one cell in the same column.

To enter dates:

* Use a slash or a hyphen to separate the parts of a date. For example, 7/15/2009 or 16-July-2009. To enter today's date, press CTRL+; (semicolon).

To enter a time:

* Type a space and then an "a" or a "p" after the time. For example, 9:00 p. Otherwise, Excel enters the time as AM. To enter the current time, press CTRL+SHIFT+; (semicolon).

To enter numbers:

* Negative numbers entered with parentheses (100) will be displayed with a minus sign: -100.
* To enter fractions, leave a space between the whole number and the fraction. For example, 1 1/8.
* To enter a fraction only, enter a zero first. For example, 0 1/4.

**Note:** You can format cells before you type so that you do not have to enter a zero first. You might do this if you have to enter a lot of fractions, and you want to avoid having to enter zero all the time. On the **Home** tab on the Ribbon, in the **Number** group, click this sign Button imageon the right to open the **Format Cells** dialog box. On the **Number** tab, select **Fraction**, and then under **Type**, depending on what sort of fraction you want, select a format.

You don't always have to enter everything yourself. Sometimes pre-written downloadable templates are just the ticket. Click the **Microsoft Office Button** Button imageon the upper left of the Ribbon. Then click **New**. The **New Workbook** window, on the left, shows templates you can get from Office Online.

Data-entry timesavers

**AutoFill**: Use the fill handle to enter the months of the year, days of the week, consecutive dates, or a series of numbers. You type one or more entries, and then use the fill handle to fill in the rest.

**AutoComplete**: If the first few characters you type in a cell match an entry you've already made in the same column, Excel will fill in the remaining characters for you. Just press ENTER. This works for text or for entries with text and numbers. It does not work for numbers only, nor does it work for dates or times.

Edit data

Do one of the following:

* Double-click the cell that contains the data you want to edit.
* Click the cell that contains the data you want to edit, and click anywhere in the formula bar.
* To delete characters, press BACKSPACE, or highlight them and then press DELETE.
* To insert characters, click where you want to insert them, and then type.
* To overwrite characters, highlight them and then type the new characters.
* To enter your changes, press ENTER or TAB.

**Tip:** To start a new line within a specific point in a cell, click where you want to break the line, and then press ALT+ENTER.

Insert and delete columns and rows

To insert or delete columns:

* To insert, click a cell immediately to the right of where you want to insert a new column. On the **Home** tab on the Ribbon, in the **Cells** group, click the arrow on **Insert**, and then click **Insert Sheet Columns**.
* To delete, click a cell in the column. On the **Home** tab on the Ribbon, in the **Cells** group, click the arrow on **Delete**. Click **Delete Sheet Columns**.

To insert or delete another column after you've done one, press F4.

To insert or delete rows:

* To insert, click a cell in the row immediately below where you want the new row. Then, on the **Home** tab on the Ribbon, in the **Cells** group, click the arrow on **Insert**. Then click **Insert Sheet Rows**.
* To delete, click a cell in the row. On the **Home** tab on the Ribbon, in the **Cells** group, click the arrow on **Delete**. Then click **Delete Sheet Rows**.

To insert or delete another row after you've done one, press F4.

Bottom of Form

Original Page: [/en-us/training/quick-reference-card-RZ010076674.aspx?section=24](http://office.microsoft.com/en-us/training/quick-reference-card-RZ010076674.aspx?section=24&CTT=114)

© 2011 Microsoft Corporation. All rights reserved.